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# E-text Reformatting

- [Orientation for Production Assistants](#)

## Introduction

1. [Job Outline and Expectations](#)
2. [Communication Guidelines](#)
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## Book Sections

- [Cover](#)
- [Title Page](#)
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## Formatting

- [Alt-text and Image Descriptions](#): how to format and describe images for EPUB
- [Author & Citation Style](#)
- [Blockquotes & Quotations](#)
- [Bold, Italics, Underline, & Strikethrough](#)
- [Capitalization](#)
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- [Columns](#)
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- [Language](#)
- [Lists \(ordered; unordered; definition\)](#)
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- [Symbols, Abbreviations & Acronyms](#)
- [Tables](#)
- [Textboxes & Sidebars: Secondary Content](#)
- [Other Weird Stuff](#)

## Finding & Fixing Issues and Errors

- [Using Regex](#)
- [Using Find and Replace](#)
- [Keyboard Shortcuts](#)
- [Showing Style Guides in Word](#)

## Kinds of Books

- [Human Narration: Image Description](#)
- [Childrens Picture Books & Illustrations](#)
- [Comics and Graphic Novels](#)
- [Cookbooks and Recipes](#)
- [Legal Documents & Reports](#)
- [Poetry](#)
- [Plays](#)

## Reference Centre

- [Using Wildcards](#): the "Use codes to find letters, formatting, fields, or special characters" is very helpful.
- [Finding and replacing characters using wildcards in MS Word](#)
- [Alt codes for French alphabet](#)
- [Keyboard shortcuts in Word](#)
- [Mac keyboard shortcuts](#)
- [How screenreaders read content](#)
- [Wiki Syntax](#): How to format posts on wiki.
- [Document Metadata](#)

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